

CHILD CARE LICENSING UNIT
STATE OFFICE PARK SOUTH
129 PLEASANT STREET, BROWN BUILDING, CONCORD, N.H. 03301-3857
TEL. 603-271-9025 OR 1-800-852-3345, EXT. 9025

STATEMENT OF FINDINGS

ISSUE DATE: 06/14/2019
VISIT TYPE: Permit to Full
VISIT DATE(S): 05/09/2019
CORRECTIVE ACTION PLAN DUE DATE: 07/05/2019

Jessica Selby, Center Director
Children's Center for Creative Learning in Sutton
30 Route 114
South Sutton NH 03273

LICENSE NUMBER: CCCB-06867
LICENSING COORDINATOR(S):
Heather Dombroski

In accordance with RSA 170-E, the department finds that the program has violated the following statutes and/or rules:

He-C 4002.04(l)(1):

THE LICENSEE, PERMITTEE, OR HIS OR HER DESIGNEE SHALL SUBMIT A NEW "HOUSEHOLD AND PERSONNEL FORM" (11/1/2017), COMPLETED IN ACCORDANCE WITH He-C 4002.02(d)(5) FOR ALL CHILD CARE PROGRAM PERSONNEL OR MEMBERS OF THE HOUSEHOLD PRIOR TO THE START DATE OF ANY INDIVIDUAL, INCLUDING SUBSTITUTE STAFF, AGE 14 OR OLDER AS A NEW CHILD CARE PROGRAM PERSONNEL.

He-C 4002.04(m):

EACH INDIVIDUAL AGE 18 AND OLDER LISTED ON THE "HOUSEHOLD AND PERSONNEL FORM" (11/1/2017) IN ACCORDANCE WITH He-C 4002.04(l), WHO DOES NOT HAVE A CURRENT EMPLOYMENT ELIGIBILITY CARD AS REFERENCED IN He-C 4002.04(p) SHALL, PRIOR TO HIS OR HER START DATE, SUBMIT A CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION FORM AND A COMPLETE SET OF FINGERPRINTS TO THE DEPARTMENT OF SAFETY, IN ACCORDANCE WITH RSA 170-E: 7, I-a.

He-C 4002.04(p):

ALL INDIVIDUALS REQUIRED TO COMPLETE BACKGROUND CHECKS AND OBTAIN AN ELIGIBILITY CARD IN ACCORDANCE WITH He-C 4002.04(m) SHALL COMPLETE AND SUBMIT AN APPLICATION FORM CCLU 1-C "DHHS/OFFICE OF LEGAL SERVICES, CHILD CARE LICENSING UNIT EMPLOYMENT ELIGIBILITY CARD APPLICATION" (9/2017) AND A NON-REFUNDABLE \$50.00 FEE TO THE DEPARTMENT FOR THE ISSUANCE OF THE EMPLOYMENT ELIGIBILITY CARD, WHICH SHALL BE VALID FOR 5 YEARS IN ACCORDANCE WITH RSA 170-E: 7, IV-a. ONCE ISSUED, THE INDIVIDUAL SHALL REAPPLY FOR THE ELIGIBILITY CARD AS NECESSARY TO KEEP THE CARD CURRENT WHILE THE INDIVIDUAL WORKS IN CHILD CARE.

THE STATUTE(S) AND/OR RULE(S) WERE NOT MET AS EVIDENCED BY THE FOLLOWING:

1. A review of five staff records revealed that one of the five staff members working at the program did not submit a set of fingerprints to the Department of Safety prior to their start date as required.
2. A statement by the center director that the staff member listed in (1) above had fingerprints completed, but the required documentation was not submitted within 30 days of fingerprinting, thus resulting in the fingerprints being deleted.

3. A review of department records revealed that a Household and Personnel form was not submitted for three of the five staff members reviewed prior to their start date as required.
4. Department records also revealed an application for an eligibility card was not submitted for one of the five staff members reviewed prior to their start date as required.

CORRECTIVE ACTION PLAN

COMPLETION DATE: ____/____/____

FOR DEPT USE ONLY: A*:____ D*:____

He-C 4002.14(ac)(2)b.:

FOR OUTDOOR PLAY EQUIPMENT WHICH WOULD ALLOW A CHILD TO FALL FROM A HEIGHT OF MORE THAN 29 INCHES, PROGRAMS SHALL UTILIZE AN ENERGY ABSORPTIVE SURFACE, REQUIRED BY He-C 4002.14(ac)(1), THAT CONFORMS WITH TABLE 4.2.2 OR IS A UNITARY SURFACE DOCUMENTED BY THE MANUFACTURER AS BEING IN COMPLIANCE WITH THE STANDARDS OF ASTM F1292 AND INSTALLED PER MANUFACTURER'S INSTRUCTIONS.

THE STATUTE(S) AND/OR RULE(S) WERE NOT MET AS EVIDENCED BY THE FOLLOWING:

The licensing coordinator's inspection of the outdoor play area revealed the level of pea stone used as the energy absorptive material beneath and around the large climber was not adequate and did not meet the required depth according to Table 4.2.2 as required. The center director closed the climber until such time as the pea stone can be replenished or replaced with another approved absorptive material.

CORRECTIVE ACTION PLAN

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He-C 4002.19(m):

THE CENTER DIRECTOR, SITE DIRECTOR, FAMILY CHILD CARE PROVIDER, AND ALL STAFF USED TO MEET STAFF TO CHILD RATIOS SHALL BE CERTIFIED IN PEDIATRIC CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID BY THE AMERICAN RED CROSS, AMERICAN HEART ASSOCIATION, EMERGENCY CARE AND SAFETY INSTITUTE, NATIONAL SAFETY COUNCIL OR OTHER NATIONALLY RECOGNIZED ORGANIZATION WITHIN 90 DAYS OF THE FIRST DATE OF EMPLOYMENT, WHICH SHALL BE KEPT CURRENT.

THE STATUTE(S) AND/OR RULE(S) WERE NOT MET AS EVIDENCED BY THE FOLLOWING:

The licensing coordinator's review of five staff records revealed that one of five staff members, who was employed at the program longer than 90 days and used to maintain staff to child ratios, did not have current first aid and CPR certifications as required.

CORRECTIVE ACTION PLAN

COMPLETION DATE: ____/____/____

FOR DEPT USE ONLY: A*:____ D*:____

He-C 4002.30(a):

WITHIN 90 DAYS OF THE FIRST DATE OF EMPLOYMENT, OR 2 WEEKS FOR PROGRAMS OPERATING 3 MONTHS OF THE YEAR OR LESS, ALL CENTER DIRECTORS, SITE COORDINATORS, OR SITE DIRECTORS, AND ALL OTHER CHILD CARE PERSONNEL PROVIDING SUPERVISION OF CHILDREN OR REQUIRED TO MEET STAFF TO CHILD RATIOS, SHALL HAVE ON FILE DOCUMENTATION OF COMPLETION OF A MINIMUM OF 6 HOURS OF PROFESSIONAL DEVELOPMENT WHICH INCLUDES ALL TOPICS LISTED BELOW:(1) CHILD CARE LICENSING ORIENTATION;(2) PREVENTION AND CONTROL OF INFECTIOUS DISEASES, INCLUDING IMMUNIZATIONS, PROVIDED THAT PERSONNEL ARE SUPERVISED AT ALL TIMES UNTIL THIS TRAINING IS COMPLETED;(3) PREVENTION OF SIDS AND USE OF SAFE SLEEP PRACTICES, PROVIDED THAT PERSONNEL COMPLETE THIS TRAINING PRIOR TO WORKING WITH INFANTS 12 MONTHS AND YOUNGER;(4) MEDICATION ADMINISTRATION;(5) PREVENTION OF AND RESPONSE TO EMERGENCIES DUE TO FOOD AND OTHER ALLERGIC REACTIONS;(6) BUILDING AND SAFETY OF PHYSICAL PREMISES, INCLUDING IDENTIFICATION OF AND PROTECTION FROM HAZARDS THAT CAN CAUSE BODILY INJURY SUCH AS ELECTRICAL HAZARDS, BODIES OF WATER, AND VEHICULAR TRAFFIC;(7) PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA, PROVIDED THAT PERSONNEL ARE SUPERVISED AT ALL TIMES UNTIL THIS TRAINING IS COMPLETED;(8) EMERGENCY PREPAREDNESS AND RESPONSE PLANNING;(9) HANDLING AND STORAGE OF HAZARDOUS MATERIALS AND THE APPROPRIATE DISPOSAL OF BIOCONTAMINANTS, PROVIDED THAT PERSONNEL ARE SUPERVISED AT ALL TIMES UNTIL THIS TRAINING IS COMPLETED;(10) APPROPRIATE PRECAUTIONS IN TRANSPORTING CHILDREN FOR CHILD CARE PERSONNEL WHO WILL PROVIDE TRANSPORTATION OR ACCOMPANY CHILDREN DURING TRANSPORTATION;(11) FIRST AID AND CPR, PROVIDED THAT PERSONNEL ARE SUPERVISED AT ALL TIMES UNTIL THIS TRAINING IS COMPLETED;(12) RECOGNITION AND REPORTING OF CHILD ABUSE AND NEGLECT; AND(13) CHILD DEVELOPMENT.

THE STATUTE(S) AND/OR RULE(S) WERE NOT MET AS EVIDENCED BY THE FOLLOWING:

The licensing coordinator's review of five staff records revealed that one staff member employed by the program had not completed trainings in all health and safety topic areas listed in He-C 4002.30(a) within 90 days of hire as required. The staff member did not complete two of the required topic areas.

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In accordance with He-C 4002.06(f) the following critical rule violations were corrected during the visit:

He-C 4002.14(b)(9): PROGRAMS SHALL MAINTAIN THE CHILD CARE ENVIRONMENT FREE OF CONDITIONS HAZARDOUS TO CHILDREN, INCLUDING, BUT NOT LIMITED TO, KNIVES AND SHARP OBJECTS OR OBJECTS WITH SHARP EDGES ACCESSIBLE TO CHILDREN, EXCEPT THAT, AT THE DISCRETION OF CHILD CARE PERSONNEL AND UNDER CLOSE SUPERVISION, CHILD CARE PERSONNEL MAY ALLOW CHILDREN TO USE SCISSORS AND OR KNIVES FOR SPECIFIC COOKING, FINE MOTOR OR CRAFT PROJECTS.

The licensing coordinator observed a baseboard heat register in the Preschool classroom that had been bent and damaged, causing the protective shield to have sharp edges. A staff member repaired the protective shield during the inspection, eliminating the sharp edges until a more permanent repair can be made.

The following Non-Critical Violations were also found. Non-critical violations shall be corrected as soon as possible and no later than 30 days from the date of verbal or written notification.

He-C 4002.16(a):

The licensing coordinator's review of five staff records revealed two staff members did not have a written record of a health screening on file within 60 days of hire as required.

He-C 4002.17(a):

The licensing coordinator's review of children's records revealed documentation of the required immunizations was not on file in one of nine children's records reviewed.

He-C 4002.17(d):

The licensing coordinator's review of children's records revealed documentation of a physical examination was missing in one of nine children's records reviewed.

He-C 4002.17(e)(2):

A review of children's records revealed that five of the nine records reviewed did not contain updated physical examination records within one year and 60 days as required.

He-C 4002.20(b):

The licensing coordinator's review of children's records revealed two of the nine registration and emergency information forms reviewed had not been updated annually as required.

He-C 4002.20(c):

The licensing coordinator's review of nine children's files revealed the registration and emergency information form did not contain the current licensing statement in six of the nine children's files as required.

By signing below, I agree to maintain future compliance with the statutes and/or rules cited above.

OWNER/APPLICANT SIGNATURE: _____ DATE: / /

DIRECTOR/PROVIDER SIGNATURE: _____ DATE: / /

FOR DEPARTMENT USE ONLY

☐ *APPROVED (EACH ITEM IN THE CORRECTIVE ACTION PLAN HAS BEEN APPROVED)

☐ *DISAPPROVED (A REVISED CORRECTIVE ACTION PLAN WILL BE REQUIRED FOR
THE ITEMS MARKED DISAPPROVED IN THE RIGHT HAND COLUMN.)

LICENSING COORDINATOR: _____ DATE: / /

FOLLOW-UP:

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